

EMPLOYMENT & TRAINING WORKER III

CLASSIFICATION DEFINITION

Under limited supervision, the Employment and Training Worker III performs the most complex work and specialized assignments requiring an advanced level of technical knowledge in employability services and, depending on assignment, public assistance programs; may perform lead work and/or training to a unit of workers providing employability services and determining eligibility of applicants and recipients for public assistance programs; uses an automated system for caseload management; identifies client needs for social and health services and makes appropriate referrals; and performs related work as required.

Employment and Training Worker III is the advanced journey level in the Employment & Training Worker series. Incumbents are expected to perform complex duties related to interviewing and evaluating the employability of program participants, including assessing employment barriers and developing and monitoring employment plans; perform specialized technical assignments independently; and provide lead work and training for other Employment and Training Workers.

The Employment and Training series differs from the Social Worker series in that incumbents in the Employment & Training Worker classes are not responsible for the provision of social services; differs from the Eligibility Worker series in that the primary responsibility of an Eligibility Worker is the determination of financial eligibility for public assistance programs; and differs from the Integrated Case Worker series in that the primary focus of the Employment & Training Worker series is in providing the full scope of employability services to eligible applicants.

SUPERVISION EXERCISED AND RECEIVED

Incumbents receive supervision from an Employment & Training Supervisor. An Employment and Training Worker III has no responsibility for supervising others, but may provide lead direction to other Employment and Training Workers.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- Assists in the development and implementation of procedures for employment and training and, depending on assignment, public assistance programs.
- Administers and interprets vocational measurement tests; assesses program participants' employment readiness.
- Identifies employment barriers and develops plan to assist client in overcoming barriers, including making referrals to other professional for assistance.
- May refer clients to other services such as substance abuse or domestic violence programs as appropriate.

- Explains regulations, rules, and policies to clients to apprise them of their rights, responsibilities, and eligibility for participation and explains employment programs to clients and the general public.
- Develops plans for participants to achieve gainful employment and provides career guidance and counseling.
- Regularly contacts and monitors participants' progress in meeting established goals and compliance with program requirements.
- Within mandated timeframes, documents evidence of individual clients' non-compliance with program rules and regulations, and when appropriate, follows procedures for recommending imposition of sanctions for cause.
- Monitors training and work site arrangements.
- Serves as the Department's hearing representative when program participants dispute determinations concerning eligibility for program participation.
- Assists in the gathering of labor market information and shares this information with program participants.
- Develops and maintains client employment and training opportunities by maintaining positive liaisons with area employers and entities that provide job-related training.
- Enters and retrieves data and performs caseload management activities on an automated computer system; performs case reviews as assigned.
- May provide training and/or lead direction to staff.

EMPLOYMENT STANDARDS

Knowledge of:

- Laws, rules, regulations and goals of publicly funded employment and training programs.
- Theory and methodology in career planning, vocational guidance programs, and employment counseling, including practical and realistic methods for assisting program participants become gainfully employed.
- Principles of training and staff development.
- Hiring trends and practices of private and public sector employers in the local labor market.
- Community-based job training programs and other resources available to low income job seekers.
- Department and community resources available to clients.
- Computer terminology and computer keyboard arrangement.

Positions also responsible for determining the eligibility for public assistance programs require the following additional knowledge:

- Laws, rules, regulations and goals of multiple public assistance programs.
- Resources available to obtain and verify information concerning eligibility.

Ability to:

- Elicit factual information from prospective and current program participants, some of whom may exhibit behavior or symptoms indicative of persons experiencing deprivation and/or emotional difficulties.
- Evaluate and, when appropriate, recommend changes and/or corrections to program participant cases.
- Monitor program participants' compliance with program regulations and requirements, and monitor progress toward becoming gainfully employed.
- Prepare reports, forms, plans and agreements.
- Accurately enter data into an automated computer system and navigate through multiple-screen records.
- Identify problems requiring referral to other sources.
- Speak and write effectively.
- Read, understand and follow complex rules, regulations, policies, and memos.
- Communicate with others from diverse socioeconomic and cultural backgrounds.
- Identify and evaluate needs and barriers to employment, and complete employability plans.
- Competently gather and accurately record and evaluate program related data
- Train individuals and groups.
- Manage automated and manual client and program records.
- Establish and maintain cooperative working relationships with employers, outside providers, agency staff, and the general public.
- Use a personal computer and automated systems effectively, and operate other modern office equipment such as a copier, telephone system and calculator.
- Lead, direct, and train other employment services and eligibility staff and outside service providers.

MINIMUM QUALIFICATIONS (Education and/or Experience)

EITHER

One (1) year of full-time experience comparable to Employment & Training Worker II.

OR

Six (6) months of full-time experience comparable to Employment & Training Worker II and completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing & measurement, or counseling preparation.

SPECIAL REQUIREMENT

Some positions may require possession of special language and culture skills as a bona fide qualifications standard. In these cases, candidates must demonstrate that they possess the required skills.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.